

## COMMUNITY PARENTING ALTERNATIVE

Dear Employer:

Thank you for hiring a Washington State Department of Corrections Community Parenting Alternative (CPA) offender. The following information is important for you to know about the CPA program.

Offenders on CPA are serving a portion of their confinement sentence, generally 6 to 12 months, prior to release on the CPA program. This is a transition program from Prison back to the community, during which the offender works, pays taxes, supports his/her family, and saves money to improve their chances of succeeding when released.

CPA operates under laws and policies which allow offenders to be outside their home only for specific reasons, such as employment. Please assist us in the following manner:

1. Please call me if you have any questions or problems involving the offender. As the employer of a CPA offender, you have the right to be informed of his/her crime of conviction and any other information that is a matter of public record.
2. Please contact the Community Corrections Officer (CCO) immediately if the offender fails to show up for work, calls in sick, states s/he cannot work, has a pattern of tardiness or absence from the job site, is involved in problems with co-workers, or any other issues arise which might affect his/her social adjustment or work performance.
3. The offender's CPA plan, including work hours, overtime, pay, location, and accountability, must be approved in advance by me. Any change in the plan must also be approved in advance, so please contact me whenever the offender will need to work overtime or be late in returning to the home due of work-related matters.
4. The CPA offender cannot leave the work site or have visitors at work during work hours, or accept advances in pay.
5. I will occasionally contact the offender at the job site. Also, you or a person you designate as the supervisor will be periodically contacted to discuss the offender's attendance. These contacts will be done in a manner that minimizes disruption to you or your employees. Your cooperation with these contacts is appreciated and enhances the Community Placement Alternative.

We believe that the success of an offender's employment is based on good communications among you, the offender, and the CCO. If you have any questions please feel free to contact me. Thank you for your assistance.

Sincerely,

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Community Corrections Officer